



National Finance Center Customer Notification

Date of Notification: May 15, 2009

Subject: NFC EmpowHR 9.0 Post-Implementation Procedures

Customer(s) Affected: EmpowHR Users

Dear Customers:

This customer notification is a reminder advising you that if there is a need for additional Permission Lists (including Row-level) and/or Roles in EmpowHR, or a need to modify existing Permission Lists and/or roles, please follow the procedures below:

The agencies with security requests that are being administered by NFC's Information Systems Security Office (ISSO) will follow the Software Change Request (SCR) process currently in place requiring an authorized Agency Point of Contact (POC) to submit an SCR to NFC.GESDREQUEST@usda.gov.

Agencies administering their own security may follow the current SCR process outlined above, OR Agency Security Administrators (ASA) may create or modify the permission list and/or role. Agency POCs must submit an SCR to NFC.GESDREQUEST@usda.gov for approval, identifying the permission list or role updates, and state when the update will occur. Any changes that are not documented will be removed from the system. If an ASA chooses to create a new row-level permission list, please follow the established naming standard: Z_SEC_SETID_DESCRIPTION.

Please note: These procedures are subject to change as ISSO begins strengthening internal security controls within EmpowHR.

If you have any questions regarding this notification, please contact NFC's Client Management Branch at Customer.Support@usda.gov.

DL/M5-09-069

Tip of the Week

Agencies are reminded to periodically review their reports received from NFC to ensure that the requirement for the report and the number of copies remain valid.